

**LINN COUNTY MASTER GARDENERS
BOARD MEETING MINUTES
January 3, 2012**

Attendees

Barb Fick, Extension Faculty
Pam Opfer, Extension Program Assistant
Marilyn Scheffler, President
Betty Goergen, 1st Vice President
Marie Madison, Secretary
Dan Borg, Treasurer
Tom Capel, Newsletter editor
Susan Morton, OMGA Representative
Bev Hall, Member at Large
Larry Steele, Demonstration Garden
Stephanie Low
Rich Little

The meeting was called to order at 10:05 am by Marilyn Scheffler in the Downing Room of OSU-Linn County Extension.

Extension report presented by Barb Fick: Training for new Master Gardeners is scheduled to begin on Thursday, January 5. About 50 are enrolled with about 20 from Linn County and about 25 from Benton County. Some applicants were rejected. Tom Capel questioned why applicants were rejected. Barb gave the following criteria upon which her decisions were based: completeness of application, advice from references, attendance to the mandatory orientation or calling prior to orientation to arrange another time, a good fit to the organization's purpose of public education. Geography was not a factor. To best handle rejecting applicants, Barb spoke to someone in OSU personnel with experience. Based on the advice received she called each rejected applicant and spoke to them directly. Barb assured the Board that all applicants are screened.

All support work for the program is being supplied by Laurie Gibson in Linn County instead of using Benton County support staff. The training class will begin promptly at 8:30 am with a break at 11:30 for lunch or, possibly, announcements at 11:30 with lunch starting at 11:45. Hands-on problem solving and plant identification will be presented during lunch periods.

Benton County Extension will experience a Civil Rights review this year. With that in mind Linn County needs to be prepared to receive one as well. A statement is needed from Master Gardeners that there is no discrimination within the organization or any of its activities and that accommodations are made to allow participation of all interested people in its programs. Some type of written documentation needs to be kept in a file from each activity for review purposes.

Minutes: December minutes were unanimously accepted as presented. Susan Morton moved and Tom Capel seconded the motion.

Treasurer's Report: Quick Books has not been updated since October 1, 2011. Tom Capel has paid expenses, made deposits and kept records. Quick Books will be updated in time for the OMGA tax year deadline of January 31.

Currently there is \$8598.49 in the account. ***Planting Seeds of Change project did not use all of the funds that were budgeted for it in 2011. Since it is understood that any unused funds budgeted for one year is not carried over into the following year, Planting Seeds of Change needs to reapply for that funding for 2012.***

It was stated that the only electronic version of the Reimbursement Voucher that Marilyn had did not include the 'dollar amount' line. It was believed that the voucher on the website included the 'dollar amount' line, but Pami will verify that and make corrections, if needed.

Appropriate Board members will meet at the Willamette Community Bank following adjournment to sign new account signature cards. Dan's work schedule has been adjusted to allow his presence at the Board meetings at 10 am. Susan Morton requested a copy of the Association insurance to give to Linn County Fairgrounds to enable use of their facility for the Plant Sale.

Old Business:

- *Membership drive.* There are currently 62 paid members. Susan Hollings has registered as a transfer. Barb was requested to determine if she is a legitimate transfer. The question was raised as to what the membership fee purchased. The response was "the right to participate in Linn County Master Gardener activities." Betty Goergen maintains the membership database. A list of all members will be supplied to the Secretary for inclusion in Association records by February 1, the date when the list is sent to the Extension office for the new directory. Past membership levels have been about 125.
- *Officer election:* It was brought up that an official vote has not been taken to elect the slate of officers. It was moved by Betty Goergen and seconded by Tom Capel and passed unanimously to conduct the election at the January 11 membership meeting.
- *Budget:* Vickie Dones said she would provide a final draft of the budget. Failing her presence at the meeting it was postponed until the February meeting. The only change anticipated is the \$400 required by Linn County Fairgrounds for the plant sale.
- *Non-profit Board Training:* Marilyn has registered but no one else has responded. It is too late for the early registration fee, but allocation has been made for up to 5 attendees, so it is not too late for any one who is interested to register.

New Business:

- *Hosting the training class:* Pam has purchased all the treats, coffee and tea needed for the first day. Trainees will sign up for future dates. Additional assistance is not required but would certainly be welcomed.
- *Mentors for trainees:* Marilyn has five mentors but needs more. A sign-up sheet was sent around the board resulting in one additional mentor.
- *Spring Home Show:* Date for this year's event is February 3-5 at the Linn County Fairgrounds. The Master Gardeners have been offered a free space if they wish to participate. Last year's event was very successful and well worth the effort. It is an outreach and promotion opportunity. A clinic table is provided. The display is already made so volunteers would be needed to set it up and take it down and staff the clinic table. It was suggested that it would be easier to find volunteers if it were limited to only one of the three days. Pam will check to see if that is possible.

It was suggested that it would be a perfect opportunity to advertise the plant sale and garden tour. Bev will contact Vickie, who has the template for the promotion piece, and have her create cards with the event, date, time, location and contact information for both events with one event on the front side, the other event on the back side.

- *PNW Brown Bag series:* There is a great line-up of speakers.

- *Member meetings:* Betty has arranged with the Albany Public Library to use their meeting room on the second Monday of each month beginning at 7 pm for member meetings. Each meeting will begin with a short business meeting followed by a speaker. The first meeting is on Wednesday, January 11 (the library was already booked for Monday so Wednesday was reserved) with Rich Little speaking about "What is a Bug?"

Two meetings (potentially February, April) will be held at LBCC in Lebanon. Because the Brown Bag series is being held there, we can use the room for our member meeting at no cost. A list of all the meetings and the secured speakers will appear in the directory.

Speakers already secured include Gail Langellotto, James Cassidy, and Michael Bergett. Betty is open to more suggestions. She will also ask the membership if they are wanting summer tours.

- *Garden Tour:* Sharon Richards has volunteered to help chair as has Marie Madison. They will contact Vickie Dones regarding the next step. Vickie and Betty have said they would help mentor. Three gardens have already been selected by Nancy Messman. Additional gardens are being sought.
- *Plant Sale:* Date for the sale is May 12. Fairgrounds has required \$200 for space rent and \$195 for reserved tables and chairs. The fee covers Friday afternoon and evening for set-up and Saturday for the sale. Susan is planning to work with people owning greenhouses to start annuals. She will discuss with them what vegetables and flowers to start. Susan expressed a need for assistance. Pam will advertise the need for 2 people in the Thursday e-mail.
- *Policy and By-laws update:* Vickie Dones had met twice last year to work on updating the policies and by-laws. Betty, Marie and Dan indicated they would be willing to work on the update. They will contact Vickie for what has already been accomplished.
- *Historian:* Marilyn will check with Joanna Baugh to determine if she is still interested in being Historian. Rich Little has photos to give her. OMGA has put together a history of the OMGA which is being printed and provided to each chapter. Susan has a DVD of the book which she will bring to the next membership meeting.

Other Business

- Stephanie inquired about *archive files* in the office. She indicated that, especially for new MGs, it is good to have information about the Association and project activities in printed form. There is a file at the MG desk but it is out of date. It was suggested that the Board think about what would be best to provide current and historical information then revisit the subject in February.
- *Calendars:* The project has not been a financial success. There are a lot of calendars left. It was decided that they would be made available to the MG trainees for \$5 each. Pam will bring the box of remaining calendars to class.
- *Demo Garden Paving Project:* Larry is thinking about using the path that is under construction as a demonstration. It was decided that, weather permitting, the project needed to be done by the end of February when work in the Demonstration Garden begins. It was mentioned that the Demonstration Garden needs to be used for more demonstrations than it is.

Meeting was adjourned at 11:35 am.

Respectfully submitted,
Marie Madison
Secretary